**District of Columbia Department of Housing and Community Development**
Housing Regulation Administration – Rental Conversion and Sale Division
1800 Martin Luther King, Jr. Avenue, S.E.,
Washington, D.C. 20020
Telephone 442-4407 | www.dhcd.dc.gov

# INSTRUCTIONS FOR PREPARING AND ISSUING A NOTICE OF TRANSFER OF OWNERSHIP INTEREST OR AN ECONOMIC INTEREST IN A TWO (2), THREE (3) OR FOUR (4) RENTAL UNIT HOUSING ACCOMMODATION

PLEASE READ AND FOLLOW THESE INSTRUCTIONS CAREFULLY

These instructions apply to a Notice of Transfer for the transfer of an interest in a housing accommodation, or of any ownership interest in a corporation, partnership, limited liability company, association, trust, or other entity which owns a two (2), three (3) or four (4) residential unit housing accommodation. This Notice of Transfer is used to notify tenants and the D.C. Department of Housing and Community Development, Rental Conversion and Sale Division ("**Rental Conversion and Sale Division**") of the transfer of an ownership interest in a business entity.

1. **Rental Housing Conversion and Sale Act of 1980, as amended**.

   a. **Sale Requirements**. The Rental Housing Conversion and Sale Act of 1980 ("**Sale Act**") (D.C. Official Code 2001 ed., as amended, § 42-3401.01 et. seq.) (also known as the "tenant opportunity to purchase act" or "TOPA") provides before an owner of a residential rental property, known as a "**housing accommodation**," may sell, or issue a notice of intent to recover possession, or issue a notice to vacate, for purposes of demolition or discontinuance of housing use, the owner shall give tenants an opportunity to purchase the housing accommodation at a price and terms representing a bona fide offer of sale.

   b. **Transfer Requirements**. If an owner intends to transfer an ownership interest in the title of a housing accommodation, or transfer an economic or ownership interest in a corporation, partnership, limited liability company, association, trust or other entity which owns a housing accommodation as its sole or principal asset, which results in the transfer of the housing accommodation as a sale, the owner shall give tenants and the Rental Conversion and Sale Division notice of the ownership interest or economic interest transfer. As outlined below, certain transfer transactions are exempt from the notice requirement.

2. **Notice of Transfer and Required Contents**. The Notice of Transfer must provide, at a minimum, a statement of a tenant's rights under the Sale Act, an accurate description of the transfer, containing all material facts, the proposed transfer date, and the reason, if any, the owner claims the transfer is not a sale of the housing accommodation. The

Notice of Transfer shall also: (i) be dated; (ii) clearly show the owner's name, street delivery address, and telephone number; (iii) be signed by the owner; and (iv) contain a statement of tenant's rights if the transfer constitutes a sale. The Notice of Transfer copy designated for the Rental Conversion and Sale Division must also include an affidavit of service and list of all tenant names and addresses.

In addition to all other requirements, transfers of housing accommodations for the purposes of receiving tax benefits under title 26, section 42 of the United States Code or a comparable District of Columbia program, shall include a description of the applicable federal or District subsidy, and a description of the steps in the transaction taken by the owner or developer to receive the tax benefit.

> NOTE: An owner's failure to provide a notice of transfer or a notice containing fraudulent or material misrepresentations or material omissions creates a rebuttable presumption that the transfer is in actuality a sale of the housing accommodation.

Any change in the transfer terms or agreement invalidating an exemption claim (discussed in Item 4. below) shall be reported in writing to the Rental Conversion and Sale Division and to the tenants.

3. **Notice of Transfer Service Requirements**.

   a. **Service Requirement**. The Notice of Transfer must be sent by registered or certified mail, return receipt requested, by commercial overnight delivery service which maintains proof of delivery, or by personal service at least ninety (90) days prior to the proposed transfer date to each tenant and the Rental Conversion and Sale Division. The Notice of Transfer shall be sent to tenants at their housing accommodation address unless the tenant notified the owner of a different notice address. **Faxing or emailing the Notice of Transfer is NOT proper delivery.**

   b. **Affidavit of Service to the Rental Conversion and Sale Division**. The owner must certify when the Notice of Transfer was sent to the tenant(s). An affidavit of service is attached to these instructions (See Appendix I). Fill in and sign the service affidavit, and attach the completed and signed affidavit to the Rental Conversion and Sale Division when the Notice of Transfer is sent or delivered. Attach a list of tenants to the Affidavit(s) and label the list "Exhibit A." **Faxing or emailing the Notice of Transfer is NOT proper delivery.**

4. **Transfers Which Are Not Sales Under the Sale Act**. The Sale Act expressly exempts certain transfers as not being sale transactions. For these transfer types, an owner is not required to offer a housing accommodation for sale to tenants. See Appendix II for the enumerated transfer exemptions. YOU MUST CONSULT SECTION 42-3404.02(c)(2) OF THE SALE ACT FOR FURTHER INFORMATION.

a. **Transfers for Which Notice to Tenants Is Not Required**. The Sale Act provides that for transfers due to a distribution under a decedent's estate, tax sale or tax foreclosure, bankruptcy sale, a U.S. Securities and Exchange Commission registration statement, a revocable trust, court order or court-approved settlement or eminent domain, an owner shall provide a Notice of Transfer to the Rental Conversion and Sale Division, but is not required to provide a Notice of Transfer to tenants.

b. **No Notice Required for Foreclosure Transfers**. There is no Notice of Transfer requirement for transfers due to a foreclosure or deed in lieu of foreclosure.

NOTE: Ownership transfers due to foreclosure or deed in lieu of foreclosure transactions are subject to a tenant's occupancy rights, and a tenant may neither be served with a notice to vacate nor evicted due to a foreclosure or deed in lieu of foreclosure transfer.

5. **Tenant's Right to Challenge Transfer**. A tenant has a right to challenge the housing accommodation transfer. To challenge the transfer, a tenant must file a notice of intent to file for relief with the owner and the Rental Conversion and Sale Division indicating whether the tenant will make a challenge in the Superior Court of the District of Columbia or with the D.C. Office of Administrative Hearings ("**Notice of Intent to Petition for Relief**"). Within thirty (30) days after filing the Intent to File a Petition for Relief, the tenant must file a petition for relief either in the D.C. Superior Court or the D.C. Office of Administrative Hearings pursuant to either § 42-3405.03 or § 42-3405.03a of the Sale Act.

Note: If a tenant does not file a challenge within the prescribed timeframes, then the tenant cannot assert any rights under the Sale Act with respect to the transfer.

a. **Tenant's Intent to File a Petition for Relief**.

i. **If the Owner Does Not Claim a Transfer Exemption**. If the owner does not claim that the transfer is an exempt transaction under the Sale Act, a tenant wishing to challenge the transfer may file a Notice of Intent to Petition for Relief within forty-five (45) days of the Rental Conversion and Sale Division's receipt of the Notice of Transfer.

ii. **If the Owner Claims a Transfer Exemption**. If the owner claims that the transfer is exempt under the Sale Act, a tenant wishing to challenge the transfer may file a Notice of Intent to Petition for Relief within thirty (30) days of the Rental Conversion and Sale Division's receipt of the Notice of Transfer.

iii. **Service of the Intent to File a Petition for Relief**. A tenant challenging the transfer must deliver the Notice of Intent to Petition for Relief by

registered or certified mail, return receipt requested, by commercial overnight delivery service that maintains proof of delivery, or by personal service to the Rental Conversion and Sale Division and the owner on the same day. The owner's address is stated in the Notice of Transfer. **Faxing or emailing the Notice of Intent to Petition for Relief is NOT proper delivery.**

b. **Tenant's Petition for Relief**. Within thirty (30) days of the Rental Conversion and Sale Division's receipt of the tenant's Notice of Intent to Petition for Relief, a tenant must file a petition for relief under § 42-3405.03 or § 42-3405.03a of the Sale Act (**Petition**). The tenant must deliver a copy of the Petition to the owner by registered or certified mail, return receipt requested, or by personal service. **Faxing or emailing the Petition is NOT proper delivery.**

Note: If a tenant does not file a Petition within the prescribed timeframe, then the tenant cannot assert any rights under the Sale Act with respect to the transfer.

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(Revised 04/02/2015)

**APPENDIX I**

**TO THE INSTRUCTIONS FOR PREPARING AND ISSUING A NOTICE OF TRANSFER OF OWNERSHIP INTEREST OR AN ECONOMIC INTEREST IN A TWO (2), THREE (3) OR FOUR (4) RENTAL UNIT HOUSING ACCOMMODATION**

AFFIDAVIT OF MAILING OF NOTICE OF TRANSFER

PROPERTY ADDRESS: _____

The undersigned hereby certifies the following to the Mayor of the District of Columbia:

That on _____ at _____ a.m. / p.m. [circle one], I delivered envelopes addressed to the tenant(s) identified on the list attached to this Affidavit as **Exhibit A** [Check only one]

☐ to a U.S. Postal Service employee at the U.S. Post Office located at _____ _____, with proper postage affixed for delivery by certified mail, or

☐ to a commercial carrier, _____ (insert name), which maintains proof of delivery, or

☐ by personal service to _____ (insert name),

and containing a true, correct and complete copy of the Notice of Transfer dated _____ for the housing accommodation located at the above stated address.

I declare under penalty of law for making a false statement, as set out in D.C. Official Code 2001 ed., as amended, § 22-2405, that the foregoing representations and statements are true and correct.

_____ Date

_____ Signature

_____ Print Name

## APPENDIX II

## TO THE
## INSTRUCTIONS FOR PREPARING AND ISSUING
## A NOTICE OF TRANSFER OF OWNERSHIP INTEREST OR
## AN ECONOMIC INTEREST IN A TWO (2), THREE (3) OR FOUR (4)
## RENTAL UNIT HOUSING ACCOMMODATION

The Sale Act expressly exempts certain transfers as not being sale transactions. For these transfer types, an owner is not required to offer a housing accommodation for sale to tenants. THE FOLLOWING IS A LIST OF EXEMPTIONS PURSUANT TO D.C. OFFICIAL CODE § 42-3404.02(c)(2). YOU MUST CONSULT D.C. OFFICIAL CODE § 42-3404.02(c)(2) FOR FURTHER INFORMATION AND THE COMPLETE LIST OF EXEMPTIONS.

Any change in the transfer terms or agreement invalidating an exemption claim shall be reported in writing to the Rental Conversion and Sale Division and to the tenants.

a. D.C. Official Code § 42-3404.02(c)(2)(A), Transfers by a Decedent's Estate. A transfer, even though for consideration, by a decedent's estate to members of the decedent's family if the consideration arising from the transfer will pass from the decedent's estate to, or solely for the benefit of, charity. "Members of the decedent's family" means: (i) the decedent's surviving spouse, or domestic partner; (ii) the decedent's lineal descendants, or a lineal descendant's spouse; (iii) trust for the primary benefit of the persons referred to in (ii); and (iii) a partnership, corporation, or other entity controlled by the individuals referred to (i) and (ii).

b. D.C. Official Code § 42-3404.02(c)(2)(B), Intrafamilial Transfers. An inter-vivos transfer, even though for consideration, between spouses, parent and child, siblings, grandparent and grandchild, or domestic partners.

c. D.C. Official Code § 42-3404.02(c)(2)(C), Transfers By or Under a Bona Fide Mortgage or Bona Fide Deed of Trust. A transfer of legal title or an interest in an entity holding legal title to a housing accommodation pursuant to a bona fide deed of trust or mortgage, and thereafter any transfer by foreclosure sale or deed in lieu of foreclosure pursuant to a bona fide deed of trust or mortgage.

d. D.C. Official Code § 42-3404.02(c)(2)(D), Transfers Due to Tax Sale or Tax Foreclosure. A tax sale or transfer pursuant to tax foreclosure.

e. D.C. Official Code § 42-3404.02(c)(2)(E), Transfers Pursuant to Bankruptcy. Bankruptcy sale.

f. D.C. Official Code § 42-3404.02(c)(2)(F), Transfers under SEC Registration Statement. Any transaction involving accommodations otherwise subject thereto

expressly contemplated by a registration statement filed with the Securities and Exchange Commission prior to February 22, 1994.

g. D.C. Official Code § 42-3404.02(c)(2)(G), Transfers Due to Change in Business Form. Any transfer of a property directly caused by a change in the form of the entity owning the property; provided, that the transfer is without consideration, including a transfer of interests in an entity to a limited liability company as contemplated by D.C. Official Code § 29-1013.

h. D.C. Official Code § 42-3404.02(c)(2)(H), Transfer of Interests in a Partnership of Limited Liability Company to Admit Partners or Investor Members. The transfer of interests in a partnership or limited liability company that owns an accommodation as its sole or principal asset; provided, that the sole purpose of the transfer is to admit one or more limited partners or investor members who will make capital contributions and receive tax benefits pursuant to title 26, § 42 of the United States Code, or a comparable District program.

i. D.C. Official Code § 42-3404.02(c)(2)(H-i), Transfers Relating to the Woodward Building. A conveyance or re-conveyance for a project that improves or renovates the real property located at 733 15th Street, N.W. (Lot 22, Square 222), commonly known as "The Woodward Building." Consult D.C. Official Code § 42-3404.02(c)(2)(H-i) of the Sale Act for specific exemption requirements.

j. D.C. Official Code § 42-3404.02(c)(2)(I), Transfer of Title to a Limited Liability Company. A transfer of title to the housing accommodation to a limited liability company pursuant to D.C. Official Code § 29-1013.

k. D.C. Official Code § 42-3404.02(c)(2)(J), Transfer of Bare Legal Title into a Revocable Trust. A transfer of bare legal title into a revocable trust, without actual consideration for the transfer, where the transferor is the current beneficiary of the trust pursuant to D.C. Code Official § 42-1102(17).

l. D.C. Official Code § 42-3404.02(c)(2)(K), Transfer to a Trust Beneficiary Due to Trustor's Death. A transfer of the housing accommodation to a named beneficiary of a revocable trust by reason of the death of the grantor of the revocable trust, pursuant to D.C. Official Code § 42-1102.

m. D.C. Official Code § 42-3404.02(c)(2)(L), Transfer by Revocable Trust Trustee. A transfer of the housing accommodation by the trustee of a revocable trust if the transfer would otherwise be excluded under this chapter if made by the grantor of the revocable trust, pursuant to D.C. Official Code § 42-1102(19).

n. D.C. Official Code § 42-3404.02(c)(2)(M), Transfer Pursuant to Court Order or Court-Approved Settlement. A transfer pursuant to court order or court-approved settlement.

o. D.C. Official Code § 42-3404.02(c)(2)(N), Transfer Due to Eminent Domain. A transfer by eminent domain or under threat of eminent domain.

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(Revised 04/02/2015)

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE OF TRANSFER
SUPPLEMENTAL PAGES MAY BE ADDED AS NEEDED.

# NOTICE OF TRANSFER OF OWNERSHIP INTEREST OR AN ECONOMIC INTEREST IN A TWO (2), THREE (3) OR FOUR (4) RENTAL UNIT HOUSING ACCOMMODATION

Date: _____

**SENT BY (Check only one)**

- ☐ Certified Mail, Return Receipt Requested
- ☐ Registered Mail, Return Receipt Requested
- ☐ Commercial Overnight Carrier with Proof of Delivery
- ☐ Personal Service

(Complete Tenant Name & Address)

_____
_____
_____

Dear _____:

The purpose of this letter is to notify you, as required by the D.C. Rental Housing Conversion and Sale Act ("**Act**") (D.C. Official Code 2001 ed., as amended, § 42-3404.02 et. seq. (2001)), of a transfer of an ownership or economic interest in the housing accommodation in which you live located at _____, Washington, D.C. _____ ("**Housing Accommodation**"). The total number of rental units in the Housing Accommodation is: _____.

As a Housing Accommodation tenant, you must be given notice of the owner's intent to transfer an ownership interest, or the transfer of any ownership interest in a corporation, partnership, limited liability company, association, trust, or other entity which owns the Housing Accommodation ("**Notice of Transfer**). The owner shall give each tenant a Notice of Transfer, and provide a copy of the Notice of Transfer to the D.C. Department of Housing and Community Development, Rental Conversion and Sale Division ("**Rental Conversion and Sale Division**"), with a list of tenants and corresponding unit numbers, if applicable.

This Notice of Transfer also describes your tenant rights and responsibilities and the statutory time periods to challenge the transfer under the Act.

1. OWNER, TRANSFEROR AND TRANSFEREE INFORMATION.

Owner Name, Address & Telephone Number _____
_____
_____
_____

DO NOT DELETE OR ALTER ANY PART OF THIS NOTICE OF TRANSFER
SUPPLEMENTAL PAGES MAY BE ADDED AS NEEDED.

Transferor Name, Address & Telephone Number

Transferee Name, Address & Telephone Number

If additional space is required, attach a separate page labeled "SUPPLEMENTAL ATTACHMENT TO THE NOTICE OF TRANSFER, EXHIBIT A."

☐ Check here ONLY if a Supplemental Attachment to the Notice of Transfer, Exhibit A is attached.

2. PROPOSED TRANSFER DATE, CLAIM OF EXEMPTION & CONSIDERATION.

a. The proposed transfer will not occur any earlier than at least ninety (90) days from the date of this Notice of Transfer. The proposed date of transfer is:

b. Under the Sale Act, some types of transfers are exempted as sale transactions. The owner shall state the reason, if any, that the owner claims the transfer is not a sale of the Housing Accommodation.

☐ Check here ONLY if the owner claims that the transfer is not a sale of the Housing Accommodation under the Sale Act, and state Sale Act section and the owner's reason for the claim of exemption:

c. Will the transferee pay consideration for the transfer of ownership or ownership interest? YES [_____] NO [_____] If consideration will be paid, what is the sale price and material terms?

3. DESCRIPTION OF TRANSFER TRANSACTION.

This Notice of Transfer contains an accurate description of the transfer, including all material facts. The owner's failure to provide a notice of transfer or a notice containing fraudulent or

material misrepresentations or material omissions creates a rebuttable presumption that the transfer is actually a sale of the Housing Accommodation. Any change in the transfer terms or agreement invalidating an exemption claim shall be reported in writing to the Rental Conversion and Sale Division and to the tenant(s).

Describe the transfer transaction in the space below. If additional space is required, attach a supplemental sheet labeled "SUPPLEMENTAL ATTACHMENT TO THE NOTICE OF TRANSFER, EXHIBIT B" and attach the supplemental page(s) to this Notice of Transfer.

☐ Check here ONLY if a Supplemental Attachment to the Notice of Transfer, Exhibit B is attached.

a. The transferor owns a _____ % interest in the Housing Accommodation or an ownership in the corporation, partnership, limited liability company, association, trust, or other entity which owns the Housing Accommodation. The transferor proposes to transfer a _____ % interest to the transferee. As a result, the transferee will hold a _____ % ownership interest.

b. Describe the material facts of the transfer.

c. The owner represents that the transfer of ownership interest is not a sale of the Housing Accommodation under the Sale Act for the ground(s) stated in Item 2.b. above, and tenants do not have the right to purchase the Housing Accommodation for the following reason(s):

d. Is the Housing Accommodation being transferred for purposes of receiving tax benefits under title 26, section 42 of the United States Code or a comparable District program? YES [_] NO [_____] If yes, describe the applicable federal or District subsidy and describe steps taken in the transaction to receive the subsidy. If additional space is required, attach a separate page labeled "SUPPLEMENTAL ATTACHMENT TO THE NOTICE OF TRANSFER, EXHIBIT C."

☐ Check here ONLY if a Supplemental Attachment to the Notice of Transfer, Exhibit C is attached.

4. TENANT'S RIGHT TO CHALLENGE THE NOTICE OF TRANSFER.

A tenant has a right to challenge the housing accommodation transfer. To challenge the Notice of Transfer, a tenant must file a notice of intent to file for relief with the owner and the Rental Conversion and Sale Division indicating whether the tenant will make a challenge in the D.C. Superior Court of the District of Columbia or with the D.C. Office of Administrative Hearings ("**Notice of Intent to Petition for Relief**"). Within thirty (30) days after filing the Intent to File a Petition for Relief, the tenant must file a petition for relief either in the D.C. Superior Court or the D.C. Office of Administrative Hearings.

NOTE: If a tenant does not file a challenge within the prescribed timeframes, then the tenant cannot assert any rights under the Sale Act with respect to the transfer.

a. If the Owner Does Not Claim a Transfer Exemption. If the owner does not claim that the transfer is an exempt transaction under the Sale Act, a tenant wishing to challenge the

transfer may file a Notice of Intent to Petition for Relief within forty-five (45) days of the Rental Conversion and Sale Division's receipt of the Notice of Transfer.

b. If the Owner Claims a Transfer Exemption. If the owner claims a transfer exemption under the Sale Act, a tenant wishing to challenge the transfer may file a Notice of Intent to Petition for Relief within thirty (30) days of the Rental Conversion and Sale Division's receipt of the Notice of Transfer.

c. Service of the Intent to File a Petition for Relief. A tenant challenging the transfer must deliver the Notice of Intent to Petition for Relief by registered or certified mail, return receipt requested, by commercial overnight delivery service that maintains proof of delivery, or by personal service to the Rental Conversion and Sale Division and the owner on the same day. The owner's address is stated in the Notice of Transfer. **Faxing or emailing the Notice of Intent to Petition for Relief is NOT proper delivery.**

d. Tenant's Petition for Relief. Within thirty (30) days of the Rental Conversion and Sale Division's receipt of the tenant's Notice of Intent to Petition for Relief, a tenant must file a petition for relief under § 42-3405.03 or § 42-3405.03a of the Sale Act ("**Petition**"). The tenant must deliver a copy of the Petition to the owner by registered or certified mail, return receipt requested, or by personal service. **Faxing or emailing the Petition is NOT proper delivery.**

NOTE: If a tenant does not file a Petition within the prescribed timeframe, then the tenant cannot assert any rights under the Sale Act with respect to the transfer.

5. SUMMARY OF TENANT RIGHTS IF THE TRANSACTION WERE A SALE.

The following is an outline of tenant statutory rights if the proposed transfer is determined to constitute a sale of a housing accommodation under the Sale Act.

a. Offer Period. Upon receipt of a written offer of sale from the owner that includes a description of the tenant's rights and obligations, or upon the Rental Conversion and Sale Division's receipt of a copy of the written offer of sale, whichever date is later, the tenants acting together as a group shall have fifteen (15) days to provide the owner and the Rental Conversion and Sale Division with a written statement accepting the owner's offer of sale. After the fifteen (15) day period, if the tenants acting as a group do not submit a written acceptance statement, then any individual tenant has seven (7) days to provide the owner and the Rental Conversion and Sale Division with a written statement accepting the owner's offer of sale. The written acceptance statement shall be a clear expression of interest on the part of the tenant group or an individual tenant to exercise the opportunity to purchase.

b. Negotiation Period. If a tenant group provides a written acceptance statement, the owner shall afford the tenant a reasonable period to negotiate and ratify a contract of sale, and shall not require less than ninety (90) days. If at the end of the ninety (90) day negotiation time period, a tenant group has not entered into a sale contract with the owner, the owner shall

provide an additional thirty (30) days to negotiate and ratify a sale contract with any individual tenant.

c. Price & Material Terms. The owner must inform the tenants of the sale price and the material terms of sale and the type of financing arrangements, if any, the owner will accept at settlement.

d. Deposit. At the time of contracting, the tenant group or individual tenant is required to deposit no more than five (5) percent of the contract sale price. This deposit, and accrued interest, is refundable in the event there is a good faith inability to perform under the sale contract.

e. Settlement Period. After the owner and tenant group or an individual tenant ratify the sale contract, the tenant group or individual tenant has a minimum of ninety (90) days to secure financing or financial assistance and settle on the purchase of the housing accommodation. If a lending institution or agency estimates that a decision regarding financing or financial assistance will be made within one hundred twenty (120) days after the sale contract is ratified, however, the owner will provide the tenant group or tenant with an extension of time consistent with the written estimate.

f. Information. Within seven (7) days of receiving a written request for the information, if applicable, the owner shall provide the tenant group or individual tenant with copies of: (1) a floor plan of the housing accommodation, if available; (2) an itemized list of monthly operation expenses; (3) utility consumption rates and capital expenditures for each of the two (2) preceding calendar years; and (4) the most recent rent roll, listing of tenants and a list of vacant rental units.

g. Third Party Sale Contract & Right of First Refusal. If the owner ratifies a third party sale contract, the owner must provide a copy of the ratified third party sale contract to the tenants. The tenants will have an additional fifteen (15) days to match the third party sale contract. If a written statement accepting the owner's offer to sell the housing accommodation is submitted, the fifteen (15) day Right of First Refusal time period will commence at the end of the negotiation time period.

h. New Offer of Sale. The owner shall issue a new offer of sale if the owner sells or signs a sale contract with a third party purchaser for a price that is more than ten (10) percent less than the price offered to the tenant or for other terms which would constitute bargaining without good faith. In addition, if the owner has not contracted or sold this housing accommodation within two hundred forty (240) days from the date of the offer of sale, and, if the owner still desires to sell the housing accommodation at that time, the owner must comply anew with the provisions of the Sale Act.

i. Waiver. Tenants are prohibited from waiving the right to receive an offer of sale. Tenants may, however, waive any other tenant rights in exchange for any consideration which the tenants finds acceptable in their sole discretion and in accordance with applicable law.

j. Assistance. For information concerning technical and financial assistance, a tenant may contact Housing Counseling Services on (202) 667-7006, the Latino Economic Development Corporation on (202) 540-7417, the Rental Conversion and Sale Division on (202) 442-4407, or the D.C. Office of the Tenant Advocate on (202) 719-6560.

6. NOTICE OF TRANSFER INFORMATION.

If you have any questions about the transfer of ownership interest to the transferee described in this Notice of Transfer, please call _____ on telephone number _____.

Sincerely,

OWNER:

_____
by: _____
Its: _____
[signatory's title if owner is an entity]

cc: 1 copy of the Notice of Transfer, the owner's certificate of service and a list of all tenants and corresponding units to:

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